

NORTEC
WDB AND GOVERNING BOARD AGENDA
THURSDAY, AUGUST 27, 2020
10:00 AM – 12:00 PM

Join Zoom Meeting:
<https://us02web.zoom.us/j/89698214192>

Dial by your location
+1 669 900 9128 US (San Jose)
Meeting ID: 896 9821 4192

Our Vision

Partners combining their diverse strengths to support healthy and thriving communities.

Our Mission

To develop strategic partnerships that meet the workforce needs of businesses and job seekers, promoting the economic growth of our region.

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA (ACTION)

Recommended Action:

WDB approval of the agenda, with revisions if needed, as posted.

Governing Board approval of the agenda, with revisions if needed, as posted.

IV. PUBLIC COMMENT

Members of the public will be invited to make brief comments regarding any aspect of NORTEC business.

V. CONSENT AGENDA (ACTION)

Consent Agenda for the August 27, 2020, Meeting

In order to assure that an in-depth review of the Program and Finance Reports occurs on a regular basis, these reports are reviewed on an alternating schedule. The Finance Reports are normally reviewed during the October and April meetings, and Program Reports are reviewed during the January and August meetings. Due to Covid-19 and NORTEC's temporary move to virtual meetings, both the Program and Finance reports have been placed on the Consent Agenda for this meeting.

Click on the link for each item below to view the full document:

1. [WDB/Governing Board Meeting Minutes, January 23, 2020](#)

Click on the link above for access to the minutes from the January meeting.

2. [WDB/Governing Board Meeting Minutes, July 17, 2020](#)

Click on the link above for access to the minutes from the July meeting.

3. [Program Report](#)

This report contains routine information on performance and service to job seekers and employers.

Of note is that NoRTEC, via the hard work of our local programs, met all of the performance standards for all programs (Adult, Dislocated Worker, and Youth) even though each of our programs actually missed one or more performance goals. Because of the Covid-19 pandemic and the fact that NoRTEC as a Workforce Development Board met all performance goals, there are no planned sanctions for any of the programs for this past program year.

There are no other areas of concern.

The Program Committee has reviewed the information and recommends approval of the Program Report to the WDB and Governing Board.

4. [Financial Report](#)

This quarter's report provides routine information on available funding and expenditures for the full program year (July 1, 2019 – June 30, 2020).

There are no areas of concern.

The Finance Committee has reviewed the information and recommends approval of the Financial Report to the WDB and Governing Board.

Recommended Action:

WDB approval of the consent agenda reports.

Governing Board approval of the consent agenda reports.

VI. NORTEC STRATEGIC GOALS (INFORMATION)

Strategic Goal #4 – Increase Awareness of NoRTEC Activities, Fostering Regional Awareness and Partnerships

1. Andrea Campos, Director of Program Administration for NoRTEC, will provide a brief overview of labor market information and the economic and employment impacts of the Covid-19 pandemic.
2. Traci Holt, Executive Director of the Alliance for Workforce Development (Butte, Lassen, Modoc, Nevada, Plumas, Sierra Counties), will provide an overview of current operations in the six county area.
3. Wendy Zanolli, Executive Director of the Smart Center (Del Norte, Shasta, Siskiyou, and Trinity Counties), will provide an overview of current operations in the four county area.
4. Kathy Schmitz, Executive Director of the Job Training Center, will provide an overview of current operations in Tehama County.

VII. ACCEPTANCE OF THE JUNE 30, 2019, SINGLE AUDIT REPORT (ACTION)

NoRTEC received its June 30, 2019, Single Audit Report for the administrative entity. The audit was “clean,” meaning there were no findings, questioned costs, or recommendations resulting from the audit. A copy of the audit report may be accessed here: [NoRTEC Single Audit Report](#)

Recommended Action:

WDB acceptance of NoRTEC’s June 30, 2019, Single Audit Report.

Governing Board acceptance NoRTEC’s June 30, 2019, Single Audit Report.

VIII. NEW STATEWIDE LEADERSHIP ROLE FOR EXECUTIVE DIRECTOR (INFORMATION)

NoRTEC’s Executive Director, Michael Cross, was recently elected Chair of the California Workforce Association (CWA). The CWA is a non-profit member association that represents all 45 of the workforce development boards in the State of California, as well as over 70 affiliate members from labor, education, industry, Chambers of Commerce, government, and community-based organizations. Cross will be serving a two-year term.

IX. CLOSED SESSION: GOVERNMENT CODE SECTIONS 54957 AND 54057.6

Public Employment/Labor Negotiations

Position/Non-Represented Employee: Executive Director, Michael Cross

Board members may wish to move to closed session to discuss terms of a new employment contract for the Executive Director. The previous contract expired on June 30, 2020.

X. EXECUTIVE DIRECTOR EMPLOYMENT CONTRACT (ACTION)

[Proposed Executive Director Employment Contract](#)

Recommended Action:

The Joint Executive Committee is recommending WDB approval of the proposed employment contract for the NoRTEC Executive Director.

The Joint Executive Committee is recommending Governing Board approval of the proposed employment contract for the NoRTEC Executive Director.

XI. OLD BUSINESS (INFORMATION)

As discussed at the July 17, 2020, virtual meeting, almost half of the NoRTEC Workforce Development Board members have terms that expired on June 30, 2020. While those terms were extended until the members can meet at a face-to-face meeting, several members still need to submit the required paperwork to be considered for reappointment (the required paperwork is an application and a nomination letter).

Following is a link to information showing which seats are up for appointment and the status of documentation for those members with expiring terms that wish to continue

service on the Workforce Development Board. A “Yes” indicates the documentation has been received. A “No” means documentation is still needed: [Board Member Terms](#)

Members are encouraged to submit the requested information by October 1, 2020. Questions should be directed to Terriane Brown, Assistant Director.

XII. NEW BUSINESS (INFORMATION)

A. Upcoming WDB/Governing Board Meetings

1. The October 22, 2020, WDB/Governing Board meeting is scheduled from 10:00 am – 2:00 p.m. at the Sheraton Hotel, 820 Sundial Bridge Drive, Redding. Staff are planning to wait until closer to the meeting date to determine if it is feasible to hold the meeting in person.
2. The January 28, 2021, WDB/Governing Board meeting is scheduled from 10:00 am – 2:00 p.m. at the Sheraton Hotel in Redding.

B. Other New Business

Additional New Business items may be brought up for discussion at the pleasure of the NoRTEC WDB/Governing Board members.

XIII. ADJOURNMENT